

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JANUARY 18, 2018  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\*MINUTES\*\*\*\*\*

Per the election held at the Board Meeting on December 14, 2017, Dwight Merrill and Jay James presided as President and Vice President, respectively.

**I. Call To Order:** President Dwight Merrill called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: Gilbert-Snyder, James, Miller, O'Keefe, Merrill  
 Absent: None  
 Others Present: Rex Delizo, District Manager  
 Kristopher Kokotaylo, District Counsel

**Agenda Items:** Directors and Officers of the Board did not announce any conflicts of interest posed by items on the meeting agenda.

**III. Public Comment:** There was no public comment.

**CLOSED SESSION**

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Manager

The Board entered into the closed session at 7:01 P.M. and returned to open session at 8:11 P.M. President Merrill announced the Board had taken no reportable actions.

**IV. Approval of Minutes**

**A. Approval of December 14, 2017 Board Meeting Minutes**

MOTION: By O'Keefe, seconded by James, to approve the minutes of the December 14, 2017 Board Meeting, as amended

VOTE: AYES: Gilbert-Snyder, James, Miller, O'Keefe, Merrill

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JANUARY 18, 2018  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

NOES: None

ABSTAIN: None

ABSENT: None

**V. Communications**

**A. Oral Communications**

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

- a. City & Community Meetings

Miller gave a report on his attendance at the El Cerrito City Council Meetings held on December 19 and January 16. Gilbert-Snyder gave a report on his attendance at an East Bay Municipal Utility District (EBMUD) presentation for EBMUD employees that are also elected officials.

**B. Written Communications**

1. California Special Districts Association (CSDA) Free AB1234 Ethics Compliance Training

The Board reviewed the CSDA offer of free ethics training and agreed to do a group training before the next Board Meeting.

2. CCCSDA Nomination Information for the January 22nd CCSDA Meeting

The Board reviewed the information.

3. Announcement of Upcoming Special District Vacancies on LAFCO, Call for Nominations and for Names of Voting Delegates

The Board reviewed the announcement of vacancies of two special district members on the Contra Costa Local Agency Formation Commission (LAFCO) and appointed the District's voting delegates.

MOTION: By James, seconded by Miller, to appoint Al Miller as the LAFCO voting delegate for the Stege Sanitary District and Dwight Merrill as the alternate

VOTE: AYES: Gilbert-Snyder, James, Miller, O'Keefe, Merrill

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JANUARY 18, 2018  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

NOES: None

ABSTAIN: None

ABSENT: None

4. California Association of Sanitation Agencies (CASA) Call for Candidates – CASA Board of Directors

The Board reviewed the call for candidates for the CASA Board of Directors.

**VI. Reports of Staff and Officers**

A. Attorney's Report

Kokotaylo reported on Senate Bill 831 proposed by Senator Bob Wieckowski that would eliminate all local fees for newly permitted accessory dwelling units (ADUs).

B. Manager's Report

1. Monthly Maintenance Summary Report

The Manager reported there were no significant issues with last month's maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the payments for sewer replacements and repairs made in December.

3. Connection Charge Calculation Report

The Manager reported on the updated connection charge calculation using both the sewer service rate per gallon and the single family unit (SFU) flat rate. The Board requested staff make the calculation of the connection charge in terms of fixture units and bring the item back for consideration at a future Board meeting.

4. Quarterly Claims Report – No Claims

The Manager reported there were no open claims for consideration.

5. Director's Contact Info

The Directors confirmed their contact information.

6. Board of Directors' Training

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JANUARY 18, 2018  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Manager reported on the Directors' training deadlines.

7. District of Distinction

The Manager reported on the requirements for the upcoming District of Distinction re-accreditation.

8. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming CASA conferences.

MOTION: By James, seconded by Miller, to approve the District's payment of Director Merrill's registration for the CASA Washington D.C. Conference in February

VOTE: AYES: Gilbert-Snyder, James, Miller, O'Keefe, Merrill  
 NOES: None  
 ABSTAIN: None  
 ABSENT: None

**VII. Business**

A. Service Rate Discussion

The Board discussed cancelling the scheduled service rate increase for FY 2018-19 due to the District's reserve amount projected to be well above the reserve target goal at the end of the fiscal year.

MOTION: By James, seconded by Miller, to approve preparation of an amendment to the rate ordinance to hold sewer service rates constant at \$242 for FY 2018-19 (no increase), conduct a public hearing and issue a 30 day rate notice

VOTE: AYES: Gilbert-Snyder, James, Miller, O'Keefe, Merrill  
 NOES: None  
 ABSTAIN: None  
 ABSENT: None

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JANUARY 18, 2018  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

B. Long Range Planning Draft Agenda

The Board reviewed and discussed the draft agenda for the long range planning workshop scheduled for Saturday, March 10, 2018.

C. Alternative Payment Plans for the San Pablo Avenue Specific Plan Area Connection Charge

The Board discussed possible alternative payment plans for the San Pablo Avenue Specific Plan Area Connection Charge but chose to take no action.

Info:

**VIII. Financial Statements – December 2017**

- A. Monthly Investment, Cash, Receivables Report, December 2017
- B. Monthly Operating Statement, December 2017
- C. Cash on Hand vs. Target Reserves Chart, December 2017
- D. Local Agency Investment Fund (LAIF) Quarterly Statement
- E. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

The financial items were reviewed by the Board.

**IX. Approval of Checks**

- A. Checks for January 18, 2018 - Fund No. 3418 & 3423

MOTION: By O'Keefe, seconded Gilbert-Snyder, to pay the bills, Check Nos. 25316 through 25362 in the amount of \$166,571.39

VOTE: AYES: Gilbert-Snyder, James, Miller, O'Keefe, Merrill  
 NOES: None  
 ABSTAIN: None  
 ABSENT: None

**X. Future Agenda Items**

**February 15, 2018 – 5pm Special Meeting**

AB1234 Ethics Compliance Training

**February 15, 2018 - 7pm Regular Meeting**

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JANUARY 18, 2018  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Board Governance Review/Approval  
Actuarial Analysis of Retiree Health Benefits Report (even years)  
Service Rate Resolution, Public Hearing and Notice  
CASA Conference  
Board Training Summary  
Form 700  
Long Range Planning Discussion of Topics

**March 10, 2018**

Long Range Planning Workshop  
Strategic Plan Review  
San Pablo Avenue Specific Plan Progress Report

**XI. Adjournment**

The meeting was adjourned at 10:01 P.M. The next meeting of the District Board of Directors is a special meeting that will be held on Thursday, February 15, 2018 at 5:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California. The next regular meeting of the Stege Sanitary District Board of Directors is scheduled to be held on February 15, 2018 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

---

Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary